

Creating a New Case as an Agent

Important! All documents should be created or scanned prior to accessing the eFiling site.


Note! Small Claims fillable forms are available on the eFile site.

1. Click **New Case**.



Home	eFile	Cases	My Profile	Log Out
Home				
New Case	File new case			
Existing Case	File subsequent document to existing case			
My Filings	Check the status of my filings			
My Cases	List of my ECF cases			
Notifications	(16)	Review your Notifications		

2. Click the **Case Type**.

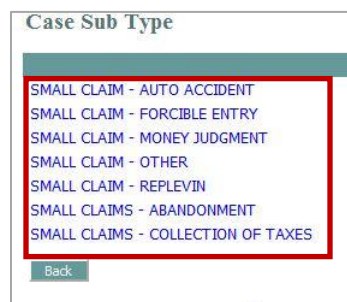


Case Type

- Adoption
- Change of Name
- Civil
- Criminal
- Family Law
- Juvenile Clerk
- Mental Health and Substance Abuse
- Probate
- Search Warrant
- Small Claims

3. Select the **Case Sub Type**.

Note! Small Claims is displayed, but the Sub Type will vary dependent upon which category is selected.



Case Sub Type

- SMALL CLAIM - AUTO ACCIDENT
- SMALL CLAIM - FORCIBLE ENTRY
- SMALL CLAIM - MONEY JUDGMENT
- SMALL CLAIM - OTHER
- SMALL CLAIM - REPLEVIN
- SMALL CLAIMS - ABANDONMENT
- SMALL CLAIMS - COLLECTION OF TAXES

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4. **Complete the required fields.** The * denotes the required fields.

Filer Reference No – number used for tracking within the filer’s organization

***County** – Select the appropriate county

***Case Title** – enter in a title, the clerk’s office will review and edit accordingly

***Prayer Amount** – for Small Claims only, will not display for other case types

***Add My Parties** – by default the eFiler is entered as a Plaintiff. Click on the **Add My Parties** button and complete as many fields of data as possible.

***Add Other Parties** – Click the **Add Other Parties** button and enter as much data as possible.

Case Initiation: SMALL CLAIM - MONEY JUDGMENT



Filer Reference No (Enter your office reference number - if applicable)

County *

Case Title *

Prayer Amount Small Claims must be no more than 5000

Add Case Participants

	Participant Name	Role	Attorney(s) for Party
	 TEST FILER16	Plaintiff	

Note! Party Data that is entered in a filing replaces the Confidential Information Form.

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Note! The **Add A Party data page** defaults to **Person**. Change to **Business** when filing as an Agent. Fill in the name of the entity (business, etc) in the Last Name field.

Note! The Agent who is filing will display on the right side of the page. In the example, Furley is the Agent's last name. **DO NOT remove this information.** Filing Agents' names should display to indicate that the agent is filing on behalf of the Business.



Last Name	Attorney PIN	Delete
FURLEY	MSTR00003298	X

- Once all party data is complete, click **Next**.
- After all party data is completed, the page should include the name of the entity (business, etc) that is the Plaintiff *with an Agent listed as the Attorney* as well as the Defendant(s).



Participant Name	Role	Attorney(s) for Party
AAA PROPERTY MANAGEMENT, INC.	Plaintiff	FURLEY
JACK TRIPPER	Defendant	

- Click **Next**.

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8. Complete the required fields. The * denotes the required fields.

Document Category – if desired, narrow down the list of document categories

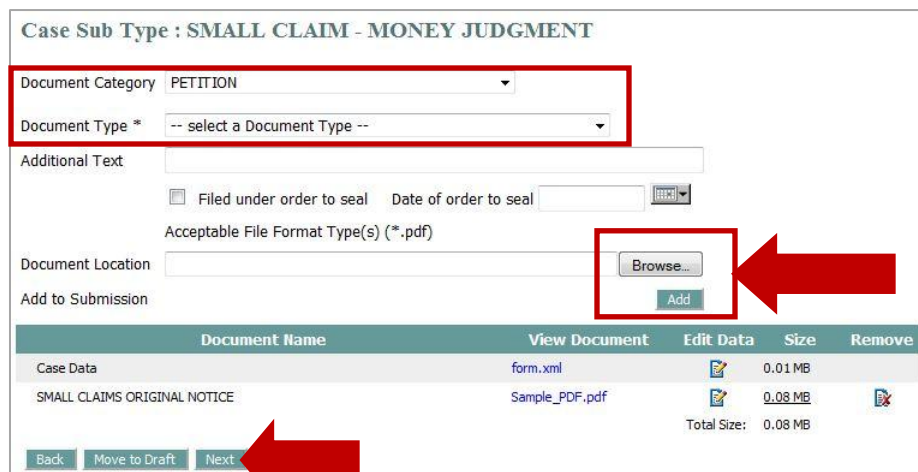
Document Type* – select the type of document to add to the case. Begin typing in this field to narrow down the options.

Additional Text – enter in additional text, if needed

9. Click **Browse**.

10. Locate the document and follow the system commands to select the document (not illustrated).

11. Click **Add**.



Case Sub Type : SMALL CLAIM - MONEY JUDGMENT

Document Category: PETITION

Document Type *: -- select a Document Type --

Additional Text:

☐ Filed under order to seal Date of order to seal:

Acceptable File Format Type(s) (*.pdf)

Document Location:

Add to Submission:

Document Name	View Document	Edit Data	Size	Remove
Case Data	form.xml		0.01 MB	
SMALL CLAIMS ORIGINAL NOTICE	Sample_PDF.pdf		0.08 MB	
Total Size:			0.08 MB	

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12. Click **Next**.

Note! If applicable, a page will display so that a filer can select to serve the other parties by Certified Mail. Check the name, if appropriate, to apply the Certified Mail request (not illustrated).

Note! Repeat the above steps to add any additional documents, as needed, to the filing.

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13. **Review the filing** information.

14. Complete the **Payment Information**.

Review and Approve Filing

Case Sub Type : **SMALL CLAIM - MONEY JUDGMENT**

☐ Emergency

Generated Case Data:

[Change Case Data](#)

[View Data](#)

Document(s) to be Submitted:

[Add/Remove Documents](#)

Document Name	View Document
SMALL CLAIMS ORIGINAL NOTICE	Sample_PDF.pdf

New Properties:

[Add Real Estate](#)

Special Filing Instructions for the Clerk:

Payment Method:

[Enter Payment Information](#)

Payment in behalf of:

☐ Pay by Credit Card or Check
Estimated Fees: \$85.00

☐ No fees for this filing There are no fees associated with this filing - i.e. Probate Estate Petition

☐ Multiple Adoptions Multiple Adoptions being filed at the same time - IA Code Section 602.8105(1)

☐ Order granting exemption An order was issued granting exemption from the filing fee.

☐ Pay at Counter Non Credit Card Payments

☐ Small Claims FED/MJ Small Claims Forcible Entry and Detainer and Money Judgment filed together - IA Code Section 648.19(3)

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[Cancel \(Delete\)](#)

[Move to Draft](#)

[Submit the Filing](#)

15. Click **Submit the Filing**.

The information contained in the training materials for the Iowa Judicial Branch Electronic Data Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.